

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Temporary Grant-Funded Job Posting Notice

Civil Service Title: Administrative Project Manager	Level: 00
Title Code No: 8300B	Salary: \$48,535/\$55,815-\$134,433
Business Title: Recovery Project Manager	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings/Build It Back	Number of Positions: 5
Job ID: 271686	Hours/Shift: 35 hours

Job Description

The Department of Design and Construction, Division of Public Buildings seeks Recovery Project Managers to work within for the Build It Back (BIB) Program. The Recovery Project Managers will assist in various design & construction activities related to the rebuilding of homes affected by Hurricane Sandy. Duties will include: planning, directing and coordinating construction; overseeing each project from conception to the finished structure; working with clients from the inception of each project to ensure understanding of each project's scope and vision; interfacing with construction professionals, architects and clients; resolving construction/design issues; negotiating with contractors and vendors; processing and reviewing change orders and project estimates; ensuring that all safety precautions are adhered to, and work is completed on schedule; generating reports; attending meetings; and overseeing contractors' performance.

***This is a grant funded temporary position not to exceed eighteen (18) months.**

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive, or supervisory capacity; or
2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; or
3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

Preferred Skills

Selected candidates should have the ability to manage construction managers; complete multiple multi-trade projects on schedule; possess strong computer, organizational, verbal, and written communication skills, and must be attentive to details.

Residency Requirement

New York City Residency is not required for this position.

To Apply

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID #271686.

For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 271686.

Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.

Posting Date: 11/21/2016	Post Until: Filled
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